



SUBDIVISION ACCEPTANCE CHECKLIST

Prior to final acceptance of public improvements, Developer must complete and submit the following info to the Engineering Department (*all documents should be submitted as one package*). From Leander Subdivision Ordinance Article II, Section 28 (g)

- ☐ For single-family residential subdivisions that are not registered with TDLR, provide documentation from a Registered Accessibility Specialist (RAS) that the accessible routes including, but not limited to sidewalks, crosswalks, curb ramps, driveways and push buttons within the public right-of-way comply with the Texas Accessibility Standards.
- ☐ 3 Copies of "Record Drawings" marked as record drawings
- ☐ Engineer's Concurrence Letter (with engineering stamp)
- ☐ Copies of all inspection reports, shop drawings, certified test results including (see note below):
 - **Water** – Pressure Tests
 - **Sewer** – Pressure Tests, mandrel pulls, manholes coated
 - **Final Base** Density Tests
 - **Asphalt** Cores
 - **Note:** Inspection reports and test results are routinely forwarded and filed in the engineering Dept.
- ☐ Digital (.pdf **AND** .dwg) files of improvements including all lot lines on Final Plat
 - Texas State Plane Central (Zone 3) Grid Coordinates (FIPS 4203)
 - NAD 83 Horizontal Datum / US Survey Feet
 - Include Grid to surface and/or Surface to Grid Scale Factor in the drawing
- ☐ 3 copies of Maintenance bond (2-year, 10% of contract amount). (*Must use City standard format*)
- ☐ Signed and sealed engineer's certification of final contract amount or pay requests (sets the value for the maintenance bond, excluding dry utilities). Should be broken into the following four categories:
 - **STREETS** (Roadway embankment and E/S controls will be included here)
 - **DRAINAGE** (Grading necessary for drainage functions should also be here)
 - **WASTEWATER**
 - **WATER**
- ☐ Affidavit of "All Bills Paid" and Waiver of Liens
- ☐ Street light wiring schematic which includes, but is not limited to:
 - location of underground wiring/conduit.
 - Connection to power source
 - Location of any meter(s)
 - Size of all lines and length of each run
- ☐ Settle up on Inspection fees (3.5% of public improvements cost)
- ☐ Any and all other requirements in Final Plat process have been satisfied